Little Cedars Elementary PTA 7.6.32 – Standing Rules

I. NAME AND GENERAL INFORMATION

The name of this PTA local unit is Little Cedars PTA 7.6.32. The Washington State PTA chartered it on March 7, 2007. This PTA serves the children and families of Little Cedars Elementary School in the Snohomish School District.

This PTA was incorporated on April 03, 2007, assigned corporation number 605-715-579. The Treasurer is responsible for filing the annual corporation report. This PTA's Federal Employer Identification Number (EIN) is available upon request and at the discretion of the Board of Directors.

This PTA is registered with the Secretary of State under the *Charitable Solicitations Act*, registration number 23800. The Treasurer is responsible for filing the annual registration by May 31st to avoid penalties.

This PTA was granted tax-exempt status under section 501 C (3) of the internal revenue code on January 29, 2008, effective date of exemption April 3, 2007. A copy of its determination letter is available from the treasurer.

The current Treasurer is responsible for filing the appropriate Federal tax return *Form 990*, *Form 990 EZ* or *Form 990-N* prior to November 15th and providing a copy to the board of directors no later than December 1st. Copies of the current and past year's returns are located in the legal documents binder maintained by the Treasurer.

The Little Cedars PTA has designated the Washington State PTA as its registered agent with the Washington Secretary of State's office, the Washington Department of Revenue and the United States Internal Revenue Service. Copies of the signed documents making such designations are available in the legal document binder maintained by the Treasurer.

II. MEMBERSHIP AND DUES

Membership at this PTA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members and any other persons that support and encourage the purpose of PTA.

The membership service fee of this PTA shall be fifteen dollars ($15.00) per person, twenty-five dollars ($25.00) per family (2 member maximum per family), or ten dollars ($10.00) per teacher/staff member. Membership is purchased through the Givebacks website: https://www.givebacks.com/causes/wspta-littlecedars

All paid members have a voice and a vote at Little Cedars PTA General Membership meetings and may serve in any of its elective or appointed positions.

The students of Little Cedars Elementary School shall be considered honorary members of this PTA without voice, vote, or the privilege of holding office - in order to participate in gambling activities.

III. OFFICERS

The Executive Committee consists of the member-elected officers. Two (2) people may hold any elected position jointly. Each co-position holder shall be entitled to a voice and vote at board of directors' meetings.

The elected officers of this PTA shall be:

- President
- Secretary
- Treasurer
- VP of Academics
- VP of Clubs
- VP of Communications
- VP of Events
- VP of Fundraising

Per *WSPTA Uniform Bylaws*, at least 1 elected officer must attend *PTA and the Law*, and all elected officers must attend one (1) WSPTA-approved training session within their elected year. Only elected officers are authorized to sign contracts on behalf of the LCE PTA and each contract must have 2 signatures per *WSPTA Uniform Bylaws*.

IV. ELECTIONS

A Nominating Committee consisting of at least three (3) members and not more than six (6) members shall be elected according to *WSPTA Uniform Bylaws* for local units. The Nominating Committee members may volunteer or be nominated from the floor. Nominating Committee members will be elected at a general membership meeting by February 1st each year and a minimum of two months prior to new officer elections.

All elected officers make up the Executive Committee and shall be elected annually at a general membership meeting, to be held no later than April 30th. A quorum must be present and a majority of all votes is necessary to elect. Voting may be by voice if only one (1) candidate is nominated for an office. Where there are 2 or more members running for a position, election shall be by ballot vote.

When an officer position becomes vacant, the Board of Directors may appoint a volunteer member to the position until elected at the next membership meeting.

Officers will assume their official duties on July 1st and shall serve for the term of one year. An elected officer shall not be eligible to serve more than two (2) consecutive terms in the same office unless no other candidates are willing to run for that office. In that case, the incumbent may seek an additional one-year term. All elected officers shall be current on their membership dues no later than October 31st of the year they are serving.

Absentee, mail-in or proxy ballots are prohibited for both the election of the Nominating Committee and the election of officers.

V. BOARD OF DIRECTORS

The Board of Directors of this PTA shall consist of the Executive Committee and the following appointed standing committee chairs, due to their significant role in the organization. This PTA's board of directors shall meet at least six (6) times during the school year, on dates and times to be determined by the board. If volunteers cannot be found to fill a Board of Directors standing committee chair position, the position will remain vacant.

The two standing committee chairs who are included in the Board of Directors are:

- Advocacy Chair
- Membership Chair

The school principal shall be an ex-officio, non-voting member of the board of directors.

Voting delegates to the annual State PTA Convention shall be selected by the Board of Directors. *See the WSPTA Uniform Bylaws*. Voting delegates to the Legislative Assembly shall be the Advocacy Chair and/or other appointed member(s) as designated by the Board of Directors. See the *WSPTA Uniform Bylaws*.

VI. COMMITTEES

Ad-Hoc Committees perform the planning and activities associated to a one-time event or task and once its work is accomplished are disbanded *(e.g. Bingo, Carnival, Movie Night).*

Standing Committees perform continuing functions necessary for the ongoing operation of the LCE PTA throughout the year.

The appointed standing committee positions include:

Hospitality Chair Volunteer Chair
Watch DOGS Chair Yearbook Chair

- Standing Committees shall be established as deemed necessary by the Executive Committee.
- Standing Committee chairs are appointed by the President(s) and approved by majority vote of the Executive Committee.
- Standing Committee Chairs are appointed for a term of one (1) year. There is no term limit for a Standing Committee Chair.
- The president(s) shall serve as ex-officio member of all committees with the exception of the Nominating Committee.
- If volunteers cannot be found to fill a Standing Committee position, the position will remain vacant.

Special Committees recognized by this unit include the Nominating Committee, Financial Review Committee and Budget Committee. Rules for these committees are governed by *WSPTA Bylaws*.

The following policies shall apply to Ad-Hoc committees as to Standing Committees:

- In order to be a chairperson of a committee the individual needs to be a current PTA member.
- All chairpersons are responsible for creating budgets and submitting an Action Plan to the Executive Committee for review and approval. Once approved, the Chair is responsible for maintaining committee expenses within budget and providing monthly updates to the Board of Directors.
- Committee Chairpersons must use the appropriate forms & procedures, and commit to train a replacement upon their departure of the position.
- Executive Committee members should not be the sole committee chair for an event or program. If there is no one that volunteers to chair the committee and an Executive Committee member wishes to chair the event, they may do so if it will not prohibit them from their primary responsibilities.
- Committees should not be chaired by more than 2 members. Co-chairs are equally responsible for the event or program.
- Ad-Hoc Committees will be created by the President(s) with approval of the Executive Committee to meet specific needs of the PTA.

VII. MEETINGS

The Board of Directors will meet at least six (6) times during the school year, on a date and time to be determined by the board. Members of the Board of Directors are expected to attend regularly scheduled meetings unless otherwise excused. A quorum at Board meetings is a simple majority (50% +1) of office holders to conduct business.

There will be at least four (4) General Membership meetings during the year, to conduct the business of adopting the budget, adopting standing rules, electing the Nominating Committee, and electing the officers. In accordance with the WSPTA Bylaws, the general membership meeting in April will be designated as the Annual Meeting. Elections and normal business are to be held at the Annual Meeting. All meetings shall be held at the direction of the Board of Directors. A quorum of ten (10) members is required to conduct business. See *WSPTA Uniform Bylaws*.

In general membership meetings, motions should be made by someone from the general membership and not a Board of Directors member. General Membership meetings shall be open to all interested persons, but the privilege of making motions, debating, or voting shall be limited to the voting body of the PTA. This PTA shall approve its annual operating budget prior to July 1st of each year. This PTA shall re-affirm its budget at the first general meeting each fall.

Both Board of Directors meetings and general membership meetings can be held in person or by video or audio conference calls. However, they cannot be held via a chat app or other online tools like email. Members must be able to both hear and respond to each other. Voting and all other normal business activities are allowed. The meeting presider may set special rules for discussion at virtual meetings, such as requiring that attendees raise a hand or speak one at a time, to keep order and focus on the agenda item at hand.

The board should send notice of any general membership meeting to all members at least 10 days in advance. The Secretary (or another member assigned by the Secretary) will take attendance, establish a quorum, and prepare minutes for every PTA meeting.

VIII. POLICIES

- Account Logins and Passwords: Incoming Board members should have access to all accounts by July 1st. The incoming Treasurer will receive access to financial accounts as soon as the financial review is complete. Newly elected Board members and appointed chairs must change all passwords for the accounts they access by September 1st. Copies of websites, login usernames, and passwords should be kept protected to maintain the security of all PTA documents and accounts. It is recommended that the Board annually review and update who holds Administrator

access over the LittleCedarsPTA.org domain name, e-mail accounts, website, file shares, social media accounts, membership database, and other key systems.

- Bank Account Signers: The signatures of at least 3 elected officers shall be on the authorized signature cards for this PTA's bank account. In accordance with the uniform bylaws, all checks require two (2) signatures from different households. A PTA officer shall not sign a check to himself or herself, or a member of their household.
- Bank Statements: The monthly paper bank statements shall be opened only by an appointed non-signing Board member, to be reviewed, initialed, and submitted for Financial Review. See *WSPTA Uniform Bylaws* and *Money Matters*.
- Budget Committee: The Budget Committee shall prepare an interim operating budget for the following year and present the budget for approval at the final General Membership meeting of the school year.
- Carry-Over: It is recommended that each board plan on carrying forward at least 40% of the needed budget from year to year. This will allow for all fall expenses to be covered without fundraising.
- Code of Conduct: Officers, chairpersons, and volunteers of this PTA shall adhere to the Snohomish School District Volunteer policies. Members of this PTA shall not use their own personal social media platforms to cyberbully, insult, embarrass, target, or post threats of physical or verbal abuse towards any individuals, including school board officials, school administrators, teachers, students, PTA members, volunteers, or other individuals that are associated with Little Cedars Elementary or Snohomish School District.
- Conflict of Interest: PTA decisions should not be made that might benefit the private interests of an officer, member of the board, committee chair, or other person authorized to make purchases on behalf of the PTA. Any person acting on behalf of the Little Cedars PTA with direct or indirect interests in a business with which the PTA does or may do business has a duty to disclose such interest to the Board of Directors.
- Credit Card and Electronic Payments: ~~In some circumstances, t~~The Little Cedars PTA can accept donations via PayPal or PayPal's card-reader device, Stripe or Stripe card-reader device. See the *Electronic Funds Processing Policy* on the LCE PTA website.
- Emergency and Disaster Circumstances: During a time of crisis, the PTA Board will practice its duty of care over the PTA and conduct business as best it can under the circumstances, until a meeting with the membership can be held. The Little Cedars PTA will maintain a Reserve Fund to cover vital expenses during unplanned or emergency situations.
- Email Voting: In some cases, the Board of Directors may need to conduct a vote by email. This will be done in accordance with WSPTA "Mail, Email, and Electronic Voting" guidelines (8/22)

- Financial Review: This unit shall conduct a financial review of its books and records at the close of the fiscal year, June 30th. The current term president appoints the financial review committee of at least 3 members. Individuals who are signers on the account for the time period being reviewed may not serve on the Financial Review Committee (See *WSPTA Uniform Bylaws*). This unit is to conduct a modified financial review in January of each year as directed by the PTA general membership.
- Grant Program: The Little Cedars Elementary PTA Grants Program designates funds for supporting the Little Cedars community. The amount of available funds will be determined as part of the PTA's annual operating budget and relies on successful fundraising efforts and donor support. See Grant Program Policy Document for more details
- Legal Documents: A copy of this unit's legal documents shall be kept by three (3) officers in their Legal Documents Notebook: the President, Treasurer and Secretary. The current Treasurer shall be responsible for maintaining the original copies in the Legal Documents Notebook and providing updated copies to the other 2 officers.
- Membership: Only members in good standing of the association shall be entitled to a voice or vote to serve in any elective or appointed position.
- Money Handling Procedures: In order for individuals to handle or count money, ~~any~~ that individual~~(s)~~ needs to be a current PTA member~~(s)~~ in good standing.
- NSF Policy: Checks returned to LCE PTA due to non-sufficient funds will be handled in accordance with the *NSF Check Policy*. The check writer will need to return the call within 3 days to make arrangements for payment. Payment in the form of cash, cashier's check, or money order is expected within one week from the date the letter is mailed.
- Privacy: Little Cedars Elementary's billing address shall be used on all legal documents and registrations. LCE PTA board members shall use official PTA email addresses in public areas such as but not limited to the website and account registrations. Where appropriate, the official email addresses should be used as often as possible to correspond with parents and vendors. Personal email addresses may be used to conduct board business.
- Reallocation of Funds: The Board of Directors has authority to reallocate funds up to $500, by majority vote. Allocations greater than $500 shall be approved at a General Membership meeting.
- Reimbursements: All reimbursement requests shall include a receipt and a completed reimbursement request form. Incomplete or incorrect forms will be returned to the submitter for corrections. Requests shall be submitted to the treasurer within 30 days of the event that merchandise was purchased for. All requests for reimbursement must be received one week prior to the last day of the school year. Only the approved budget amount is guaranteed to be

reimbursed. Without a Board or General Membership vote, the Treasurer will not reimburse expenses more than 10% over the budget amount.

- Standing Rules: The Standing Rules shall be adopted annually by majority vote at the first General Membership meeting of the school year. Standing rules can be amended at any time by a vote of the general membership. If the membership has been given proper notice prior to the date of the meeting of the intended change, then the change can be approved by a majority vote of the members present; if no notice was given prior to the meeting, a 2/3 vote of the members present is required (if a quorum has been established).
- Training: The Little Cedars PTA will pay the PTA convention fees for incoming elected officers and incoming board members to attend the Washington State PTA convention.
- WSPTA Compliance: Per the *Washington State PTA Uniform Bylaws*, one or more Board members will annually review the Washington State PTA *Standards of Affiliation* agreement in its entirety. We agree to abide by all requirements and to uphold the ethics, policies, and principles of the PTA.
- Identify Compliance with the WSPTA Standards of Affiliation Agreement: Washington State PTA instituted Standards of Affiliation requirements that apply to all local PTAs and councils. The requirements are in place to ensure that all local PTAs and councils align with Washington State PTA's values, policies, and principles; maintain good business practices; and comply with applicable federal and state laws. Effective, well-run PTAs and councils are vital to fulfilling the PTA's purpose and mission. **(ADDED 9/11/25)**